

S E C R E T

30 December 1981

ODP #82-001

MEMORANDUM FOR: Chief, Procurement Division  
Office of Logistics, DDA

FROM : [REDACTED] 25X1  
Chief, Information Management Staff, DO

SUBJECT : Critical Request for Word Processors [REDACTED] 25X1

[REDACTED] 25X1

heavy increases in positive intelligence correspondence. Much of this correspondence is extremely urgent and sensitive and is provided exclusively to the White House, the DCI, the DDO, the Secretaries of State and Defense, the Interagency Defector Committee, the FBI, the NSC and other members of the intelligence community. Because of the need for letter perfect products, these reports are subject to frequent revisions. [REDACTED] 25X1

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2. A survey of [REDACTED] word processing requirements, see attachments A-C, indicates that 24 shared word processing systems consisting of two CRT work stations, one printer and one CPU each are justified. Because of budgetary constraints and the desire to minimize the acquisition of word processors pending the establishment of an Agency Standard(s), only 12 systems are being requested at this time. These need to be installed by 15 February 1982. The remaining units will be requested when funds become available and the Agency standard has been established. [REDACTED]

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3. Attachments B & C demonstrate that through the use of word processing equipment, 22,177 work hours could be saved, providing a cost avoidance of \$236,340.24 per annum, over the next five years based on the use of Lanier word processors.

WARNING NOTICE-INTELLIGENCE SOURCES AND METHODS INVOLVED

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4. The Division expects the following direct benefits to be derived as a result of this action:

- a. Be able to meet critical deadlines more effectively.
- b. Obtain more effective use of secretarial time.
- c. Obtain more effective use of officer time.
- d. Compatibility with Field Offices. [Redacted]

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5. If you have any questions, please contact [Redacted]

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Attachments:

- A. Annual Typing Profile for [Redacted]
- B. Estimated Annual Machine/Personnel Cost - Secretaries
- C. Estimated Annual Machine/Personnel Cost - Officers
- D. DO Word Processor Requirements
- E. Form 2420
- F. Form 88

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Attachment D

DO WORD PROCESSING REQUIREMENTS

Security Requirements:

The equipment must be tempest approved for use at Key Building, Roslyn, Virginia.

Light intensity on screen must be operator adjustable - must be able to darken screen completely.

Physical Requirements:

There must be a buffer between the CRT and disc.

Word processing programs implemented by software.

Option of two terminals sharing one printer.

Minimum of 24 lines of text displayed to the operator in addition to any status or command lines.

X-Y cursor movement on screen. (HIGHLY DESIRABLE)

Status line showing margins, tabs, indents, line and character spacing, page length, and the horizontal and vertical position of the cursor during operation.

Video prompting/verification of all functions.

Colors on screen not from the blue scale, must be from the yellow-green scale.

Characters on the screen - a minimum 7X9 dot matrix character in a minimum 10X17 field.

There must be a minimum of a half-character's width between characters and a half-character's height between lines of information.

Capability of functioning at a temperature of 95 F with 55% Humidity or equivalent through 100 F with 38% humidity.  
(See )

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Functional Requirements:

Repeat Keys - All alphanumeric and punctuation keys must have auto repeat capability.

Simultaneous video and printer output from keyboard - for formatting forms. (HIGHLY DESIRABLE)

Text Editing:

Recorded tabs:

Left flush, right flush, decimal & dot leader.

Tabs stored with document.

Columns:

Swap/delete each as a block, not line by line.

Add column between others.

insert line in one column without manually readjusting the lines of other columns.

Highlight word, line, paragraph, page to be moved/deleted.

Software Options:

Must be able to delete an entire page, document or disc with one set of commands.

Document delete takes effect simultaneously on index and text.

Alphanumeric file names appears automatically in disc index.

Index shows number of pages of each document.

Index can be rearranged - capable of filing several pages or documents together to form a single text or delete individual pages from a document within the same disc.

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Orphan/widow control.

Output produced in pre-determined format(s).

Provide for optional records management facility which:

Allows for multi-line records.

Has alpha/numeric sort.

Can select from 7 fields on one pass.

Can format and store selected material automatically.

Automatic centering - word, line, paragraph, block, page -  
not line by line.

Automatic formatting and reformatting.

Automatic page numbering starting with any given number.

Automatic pagination and repagination.

Automatic underscore with underscore delete which does  
not remove characters underscored.

Automatic word wraparound within present or operator-set  
margins.

Continuous smooth horizontal cursor movement (cursor does  
not jump every 10 to 20 spaces).

'Split cursor - (a constant cursor at top or bottom of  
screen which moves horizontally only - helps locate the X-Y  
cursor. HIGHLY DESIRABLE

Forms fill-in with tab to next space to be filled in -  
must be able to amend a block of text within a form.

Horizontal scroll which is continuous across screen to  
158 characters. (250 horizontal scroll - HIGHLY DESIRABLE)

Justification by line, paragraph, page.

Required and discretionary hyphen control.

Multi-level header & trailers.

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Widow/orphan control.

Block text copy.

Insert/delete with auto word wrap/reverse word wrap:

character, word, line, block, paragraph, page.

Global search, replace.

Math.

Storage & Output:

Print all characters on a 96-character print wheel.

Available printwheels must include OCR-A.

Letter-quality printer with:

10 & 12 pitch and proportional spacing.  
(15 pitch HIGHLY DESIRABLE)

Minimum 35 cps print speed.

Line spacing - 1 & 2. (half, quarter & 3 spacing  
for forms preparation is HIGHLY DESIRABLE)

Capability of multiple copies - original plus 2  
copies.

must accept sheet feeder and forms tractor.

Repaginate and print in background mode.

Interface Requirements:

OCR-A type font for cable preparation.

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